

Form 131
Nov., 1913

UNITED STATES CIVIL SERVICE COMMISSION

INFORMATION
FOR
BOARDS OF EXAMINERS AND
NOMINATING OFFICERS

CONCERNING APPLICATIONS,
EXAMINATIONS, AND
APPOINTMENTS

NOVEMBER, 1913



WASHINGTON
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CONCERNING

APPLICATIONS, EXAMINATIONS, AND APPOINTMENTS.

1. The information contained in this pamphlet has been compiled by the United States Civil Service Commission for the use of civil-service boards of examiners and nominating officers. Persons receiving copies for their official use are requested to keep them corrected in accordance with instructions which may be received from time to time. Any previous instructions or orders inconsistent with those contained in this pamphlet are hereby repealed.

CIVIL-SERVICE DISTRICTS.

2. The commission has divided the United States into twelve civil-service districts for convenience in holding examinations, and making certifications for filling vacancies occurring in certain field positions, which comprise—

(a) Positions in first and second class post offices (except rural carrier), customs districts, internal-revenue districts, Subtreasury Service, Mint and Assay Service, Assistant Custodian and Janitor Service, and Navy-Yard Service.

(b) The following positions in field branches of all services, except the Quartermaster Corps (including the Forest, Immigration, Indian, Lighthouse, Public-Health, and Steamboat-Inspection Services; the Engineer and Ordnance Departments at large; the Weather Bureau; the Bureaus of Animal Industry, Mines, and Standards, etc.):

Clerical.	Elevator conductor.
Minor clerical.	Messenger boy.
Subclerical.	Mechanical trades and similar noneducational positions (except Indian Service and services for which regulations provide otherwise).
Stenographer .	Unskilled laborer (where labor regulations are in force).
Typewriter.	
Stenographer and typewriter.	
Bookkeeper.	
Telephone operator.	

(c) The following positions in certain field branches of the service:

Forest clerk and computing clerk, Forest Service.	Junior laboratory helper, Bureau of Standards.
Field clerk and mechanical draftsman, Reclamation Service.	Matron, matron-interpreter, and guard, Immigration Service.

Mechanical draftsman and wireman,
Bureau of Mines.
Law clerk-stenographer-typewriter, De-
partment of Justice.
Mechanician, medical supply depots.
Mechanical apprentice draftsman and
copyist draftsman. Engineer Depart-
ment at large.
Mechanical draftsman, apprentice
draftsman, and apprentice, Ordnance
Department at large.

Packer, Indian warehouses.
Book sewer, United States Military
Academy.

In the Quartermaster Corps: Mes-
senger, stenographer, watchman, and
the following noneducational positions:
Positions in the harbor-boat service,
stationary engineer, forester, gardener,
janitor, packer (at depots), rodman,
warehouseman, and wheelwright.

Additional positions may be included by the commission with the consent of
the heads of the departments concerned.

Each district is in charge of a secretary, who has immediate supervision
under the direction of the commission of all civil-service work.

3. Each district secretary shall report to the commission quarterly on Janu-
ary 1, April 1, July 1, and October 1 as to the condition of the work in his dis-
trict. The report showing absence and travel on official business must be
rendered promptly at the end of each month on Form 1541.

4. The commission's literature for public distribution shows that information
in regard to examinations for positions under the district system (see par. 2)
may be secured from the district secretary for the civil-service district in which
employment is desired or from the local boards of examiners. The civil-service
districts are as follows:

First district.—Headquarters, post office, Boston, Mass.; Maine, New Hamp-
shire, Vermont, Massachusetts, Rhode Island, and Connecticut.

Second district.—Headquarters, customhouse, New York, N. Y.; New York,
and the counties of Bergen, Essex, Hudson, Morris, Passaic, Sussex, and Union,
in the State of New Jersey.

Third district.—Headquarters, post office, Philadelphia, Pa.; Pennsylvania,
Delaware, and the counties of Atlantic, Burlington, Camden, Cape May, Cum-
berland, Gloucester, Hunterdon, Mercer, Middlesex, Monmouth, Ocean, Salem,
Somerset, and Warren, in the State of New Jersey.

Fourth district.—Headquarters, Office of Civil Service Commission, Washing-
ton, D. C.; Maryland, West Virginia, Virginia, North Carolina, and the District
of Columbia.

Fifth district.—Headquarters, post office, Atlanta, Ga.; South Carolina,
Georgia, Alabama, Florida, Mississippi, and Tennessee.

Sixth district.—Headquarters, post office, Cincinnati, Ohio; Ohio, Indiana, and
Kentucky.

Seventh district.—Headquarters, post office, Chicago, Ill.; Wisconsin, Michi-
gan, and the counties of Boone, Bureau, Carroll, Cook, DeKalb, Dupage, Ford,
Grundy, Henderson, Henry, Iroquois, Jo Daviess, Kane, Kankakee, Kendall,
Knox, Lake, LaSalle, Lee, Livingston, McHenry, Marshall, Mercer, Ogle, Peoria,
Putnam, Rock Island, Stark, Stephenson, Warren, Whiteside, Will, Winnebago,
and Woodford, in the State of Illinois.

Eighth district.—Headquarters, post office, St. Paul, Minn.; Minnesota, North
Dakota, South Dakota, Nebraska, and Iowa.

Ninth district.—Headquarters, old customhouse, St. Louis, Mo.; Kansas, Mis-
souri, Arkansas, Oklahoma, and the counties of Adams, Alexander, Bond,
Brown, Calhoun, Cass, Champaign, Christian, Clark, Clay, Clinton, Coles, Craw-
ford, Cumberland, Dewitt, Douglas, Edgar, Edwards, Effingham, Fayette,
Franklin, Fulton, Gallatin, Greene, Hamilton, Hancock, Hardin, Jackson, Jas-
per, Jefferson, Jersey, Johnson, Lawrence, Logan, McDonough, McLean, Macon,
Macoupin, Madison, Marion, Mason, Massac, Menard, Monroe, Montgomery,
Morgan, Moultrie, Perry, Piatt, Pike, Pope, Pulaski, Randolph, Richland, St.
Clair, Saline, Sangamon, Schuyler, Scott, Shelby, Tazewell, Union, Vermilion,
Wabash, Washington, Wayne, White, and Williamson, in the State of Illinois.

Tenth district.—Headquarters, customhouse, New Orleans, La.; Louisiana
and Texas.

Eleventh district.—Headquarters, post office, Seattle, Wash.: Washington, Oregon, Idaho, Montana, Wyoming (including the Yellowstone National Park), and Alaska.

Twelfth district.—Headquarters, post office, San Francisco, Cal.: California, Nevada, Arizona, New Mexico, Colorado, and Utah.

The chairman of the Porto Rican Civil Service Commission, San Juan, P. R., and the secretary of the local board at Honolulu, Hawaii, act as representatives of the United States Civil Service Commission in Porto Rico and Hawaii, respectively.

LOCAL BOARDS.

5. One or more employees of each classified office within a district outside of the headquarters shall be designated local members of the board of examiners upon the recommendation of the district secretary, after consultation with the heads of the offices in which such employees are serving. One local member shall be designated local secretary. These local members shall assist in examinations and perform other work of the commission under the direction of the district secretary. Civil-service Rule IV provides that such duties will be considered part of the duties of the office in which the members are serving and time shall be allowed therefor during office hours.

6. In submitting nominations for membership on boards of examiners the following will be observed:

(a) The third section of the civil-service act provides that members of a board of examiners shall be selected by the commission after consulting the head of the department or office in which they are serving. It is important that those who are nominated for service on boards shall be persons of intelligence, candor, good character and reputation, and of a high sense of justice and fairness; and in order that the commission may be able, in some measure, to judge of their qualifications, all the information called for regarding each person nominated must be given.

(b) The civil-service rules provide that no board shall be composed solely of adherents of one political party when other persons are available and competent to serve. The party affiliations of those nominated must therefore be indicated. If all the Federal employees in an office belong to the same political party, that fact must be stated; and if it is impossible, therefore, to organize at such office a board consisting of adherents of more than one political party, the board should be reorganized at the earliest date when it is practicable to correct the defect. In order to avoid adverse comment it is also desirable that relatives of the nominating officer be not appointed on the board if other competent employees can be secured. A substitute clerk or carrier will not be appointed on the board in any capacity. Owing to the nature of the duties of letter carriers, it is desired that carriers be not designated as secretaries of boards. It is the practice of the Post Office Department to pay for the services of substitute carriers who perform the post-office work of the carrier members of boards while they are engaged in conducting civil-service examinations, and it is therefore advisable to have one carrier on the board as a member, but not more than one carrier should be placed upon any board.

(c) A person who is not an employee of the Federal Government should not be nominated for appointment on a board in any capacity.

(d) In submitting nominations the *name in full* (first name and middle initial), age, education, date of appointment in office, prior occupation, position in office, salary, and politics should be given.

7. When a local board member is separated from the service, the district secretary should be immediately notified by the local board in order that steps

may be taken to fill the vacancy on the board. A change in the official roster title of a local member should also be reported to the district secretary.

8. When local secretaries expect to be absent from the office for an extended period they should advise the district secretary of the date of the intended absence and its probable duration, so that arrangements may be made to have matters arising during such period properly attended to, without delay or inconvenience, by the other local representatives.

8(a). With a view to avoiding any possible criticism of the commission or its representatives, members of local boards who desire to enter civil-service examinations, or whose relatives desire to enter examinations, should so notify the district secretary. A board member should take no part in conducting an examination in which he or his relative is a competitor.

9. Requisition for the necessary records and blank forms for the use of local board members should be made upon the district secretary. For official correspondence local board members are expected to use the stationery furnished by the department for use in the office in which they are serving.

10. Local members do not correspond with the commission, but receive their instructions from and address their correspondence to the district secretary, unless otherwise directed by the commission.

APPLICATIONS AND ANNOUNCEMENTS OF EXAMINATIONS.

11. Announcements of examinations are sent to the local secretary by the district secretary. Local board members should assist, whenever necessary, in the distribution of application forms and instructions to applicants. The dates for issuing and receiving applications, as indicated in the announcement of examinations and the instructions to applicants, should be carefully observed. Specific information should be given that all applications for services under the district system must be filed with the district secretary.

12. The district secretary is authorized to announce an examination whenever eligibles are needed for local services within his district, or whenever the number of eligibles on any regular register is considered insufficient to meet the probable needs of the service. These examinations should be announced so as to be held at the earliest practicable date. Rural carrier examinations, and examinations for post offices for which examinations are held only when eligibles are needed, should be announced for the second and fourth Saturdays of the month. Wherever practicable, only two weeks' notice will be given of post-office examinations. At least four weeks' notice will be given of rural carrier examinations. Notices of all examinations should be sent to the Application Division of the commission. One copy of the announcement of each regularly scheduled examination other than those for clerk-carrier will be forwarded to the commission, marked "Division of Appointments," when reference is made therein to an existing vacancy.

13. No educational examinations are to be announced to be held within the period between December 15 and January 3, or on the following-named holidays: New Year's Day, Washington's Birthday, Decoration Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas. As post-office clerks and city carriers are prohibited from working more than eight hours a day, except in cases of emergency, examinations should be so scheduled that the board members will not be required to serve more than eight hours in any one day.

14. Local secretaries will be supplied by the district secretary with application forms and information for applicants for all local examinations and, whenever necessary, with application forms for general examinations.

15. Announcements of all examinations should be neatly posted in a conspicuous place in the lobby or corridor of the local office and in any other suitable places that may be available. After an examination is held the announcement should be taken down. Copies should also be furnished to representatives of the press, with a request to call attention to the examinations as items of news.

16. The commission has no fund from which payment can be made for advertising.

17. All persons making inquiry concerning examinations should be treated with uniform courtesy and furnished with all proper information. If the local board is unable to answer an inquiry, the inquirer should be referred to the district secretary or to the commission at Washington.

18. Local secretaries are warned not to recognize representatives of civil-service schools in any other manner than as individual applicants, and wherever practicable their inquiries should be referred directly to the district secretary or to the commission at Washington.

19. Immediately upon the receipt of an application by the district secretary it should be numbered in exact chronological order, recorded, and carefully inspected to see that it is correctly executed. The date of the receipt of each application should be stamped thereon as soon as received, and in cases of non-educational and unskilled-laborer examinations the hour and minute should also be indicated. The number given an application is not a factor in determining the relative order of names of eligibles on registers in cases where two or more attain the same average in an examination, but the date of receipt, and in cases of noneducational and unskilled-laborer examinations the hour and minute, sometimes determines the eligible's position on the register. Each application which shows the applicant to be ineligible for examination should be canceled at once and placed in the dead files of the board, the applicant being notified of the action taken and the reason therefor, and proper notation being made in the record of applications and on the brief of the application.

20. An application for an educational examination which is not in complete form when received, but which does not show the applicant to be ineligible for examination, should be returned for correction, the applicant being allowed to enter the examination subject to the subsequent approval of the application. If when the application is returned to the board it is still found incorrect, it should be again returned with a letter calling attention to the defects and informing the applicant that if the application be not in complete and correct form when again received it will be canceled. When next received, if the application is still defective, it should be canceled.

21. When an application for an educational examination is received and is found to be correct and complete in every particular, an admission card should be sent to the applicant, and the application should be approved, the district secretary or one of his assistants being careful to fill in, with ink, the blank spaces on the outside thereof. The entry on the brief of the application showing date of receipt in complete form should correspond with the last stamped date of receipt. These spaces should always be filled in by the person reviewing and approving the application.

22. Specific information in regard to the distribution and the acceptance of applications will be found in the instructions to applicants.

23. Announcements of noneducational examinations should always show the date of the close of the receipt of applications, and applications should be received up to and including that date only. In cases where applications for

such examinations are received on the closing date or prior thereto, but are returned for correction, the applicant should be given 10 days in which to complete his application.

24. In cases of applications filed for noneducational examinations, the following action should be taken: Upon receipt of the application, Form 1449 (confidential voucher) should be sent to each of the five references named by the applicant in Form 1800; and, when necessary to arrive at an accurate estimate of the value of an applicant's experience and fitness, the district secretary should supplement such inquiry by letters addressed to former employers or others who, as indicated by the papers, are competent witnesses as to the applicant's training or experience. All such correspondence must be filed with the applicant's papers. For the maximum ratings provided by the schedules of ratings, at least two competent and favorable vouchers must be furnished, other than those attached to the application. In the case of quarterly examinations, if no competent and favorable vouchers are furnished by the beginning of the quarter, the application will be rejected. For specially announced examinations, two weeks will be allowed for the filing of confidential vouchers.

Vouchers furnished by any of the following shall be considered competent:

(a) An officer or member of the firm or corporation by which the applicant has been employed.

(b) A foreman, overseer, superintendent, or instructor under whom the applicant has been employed.

(c) A fellow workman.

(d) Any person engaged in the same trade or occupation; that is, an engineer is competent to vouch for another engineer or a fireman, but a shoemaker or blacksmith is not competent to vouch for a carpenter unless he has employed him as such. Any employer is a competent voucher.

In any case, vouchers must have knowledge of the applicant's work; otherwise, they must be considered as incompetent.

25. If one or more unfavorable vouchers are furnished, the district secretary will make sufficient further inquiry to determine whether the applicant is fit for the position sought, and whether, accordingly, his application shall be approved or disapproved.

26. The replies from the references should be treated as confidential, and applicants should not be given the names of the persons who do or do not respond, or who respond unfavorably to the applicant.

27. Form 1866, "Instructions to Boards of Examiners, Engineer Department at large," contains information relative to communicating with references in connection with applications for positions peculiar to the Engineer Department at large.

28. Form 1904, "Instructions to Boards of Examiners, Ordnance Department at large," contains information relative to communicating with references in connection with applications for positions peculiar to the Ordnance Department at large.

REVIEWING APPLICATIONS.

29. In reviewing applications special care should be taken to see:

(a) That all questions are answered fully in ink and in the handwriting of the person answering the questions, unless the regulations specifically provide that the applications or vouchers need not be in the handwriting of the signer. Applications for trades positions and others requiring experience should give full and specific information in regard to the experience of the applicant.

(b) That citizenship is fully established.

All applicants must make oath in their applications to their United States citizenship or allegiance. In the case of foreign-born citizens proof of citizenship must be furnished. If naturalized, a certificate of naturalization must accompany the application.

A foreign-born person who claims that his parents were citizens of the United States at the time of his birth must furnish the sworn statements of at least two disinterested persons that his parents were United States citizens at the time of the applicant's birth, and did not previously, then, or at any subsequent time renounce or legally declare their intention of renouncing their United States citizenship, and that the applicant is the reputed child of the persons through whom he claims citizenship.

A foreign-born citizen who is naturalized through the naturalization of his father or his mother while he was a minor must furnish the parent's certificate of naturalization and the sworn statements of two disinterested persons to prove his identity as the child of the one whose certificate is furnished. If this evidence can not be furnished, the applicant's own naturalization certificate will be required.

A woman who claims naturalization through marriage to a citizen of the United States must furnish evidence of the husband's citizenship (his certificate being required if he is a naturalized citizen) and evidence of her marriage to him.

An application from a foreign-born person claiming citizenship but failing to furnish the required proof will be canceled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. If the original naturalization papers are lost a copy should be procured from the court that issued them, or if the records of the court are destroyed a new certificate should be furnished.

When an applicant claims citizenship through his own naturalization or that of his parent, and submits a certificate of naturalization with his application, notation must be made by the secretary in the form on the back of the application, giving, as shown by the naturalization certificate, the name of the person naturalized, the date of naturalization, the court issuing the certificate, and the date the certificate is returned to the applicant. Proof of identity should be required in case the name in the naturalization certificate differs in any way from that given by the applicant. Affidavits submitted as proof of identity or proof of relationship should not be returned to the applicant, but should be attached to the application.

Whenever a person has filed proof of citizenship in connection with an application it is not necessary to file such proof with a subsequent application, but he should state in such application the kind, date, and place of examination in connection with which he has furnished proof of citizenship.

(c) That applicants are within the prescribed age limits as given in the instructions to applicants and the announcements of the examinations.

An application for eligibility on a common register will be received where for any of the services interested the applicant is within the age limits, and certification from the common register will be issued according to the age limits prescribed for the specific branch of the service for which certification is made.

(d) That bona fide residence, *in applications requiring such information*, is shown to date of oath to application.

Every applicant must make oath in his application to the place of his bona fide residence, which must be shown continuously to the exact date of application. Bona fide residence does not require continuous bodily presence, but refers to the place at which the applicant, if a voter, is legally entitled to exercise the right of suffrage.

A married woman can have no other bona fide residence than that of her husband.

A woman separated from her husband may, for the purpose of filing an application for examination, claim bona fide residence other than that of her husband, but she must furnish a sworn statement on Form 1643 of the facts on which her claim to a separate bona fide residence is based. Bona fide residence is a question of fact, and the commission can not determine for any applicant what his or her bona fide residence is, but will decide in each case whether the evidence presented establishes the claim.

The bona fide residence of minors is the same as that of the parents or guardians.

(c) That no application is approved from a person—

Who is not a citizen of or does not owe allegiance to the United States.

Who, on the date of the examination, is under the minimum or over the maximum age limitation prescribed.

Who is addicted to the habitual use of intoxicating beverages to excess, or to the use of opium, morphine, or other narcotics.

Who has, within approximately one year, passed the same examination for which he again desires to apply. This restriction shall not apply to persons who, having taken one annual examination, desire to take the next annual examination, although a full year may not have elapsed; nor shall it apply to persons who have been examined for the Departmental, Isthmian Canal, or Philippine Service and desire to be examined for the Field Service.

Who is enlisted in the United States Army or Navy and has not secured permission for his examination from the Secretary of War or the Secretary of the Navy, respectively. (*Allow applicant to enter examination subject to furnishing such permission. If not subsequently furnished, application should be canceled.*)

Who has been dismissed from the public service for delinquency or misconduct within one year preceding the date of his application. (See par. 30.)

Who has failed after probation to receive absolute appointment to the position for which he again applies within one year from the date of the expiration of his probationary service.

Who has made a false statement in his application, or has been guilty of fraud or deceit in any manner connected with his application or examination, or has been guilty of any crime or infamous or notoriously disgraceful conduct. (*Refer application to the commission for decision.*) (See clause f. this section.)

Who has been dishonorably discharged from the military or naval service of the United States.

Who has any of the following physical defects: Insanity; tuberculosis; paralysis; epilepsy; blindness; loss of both arms or both legs; loss of arm and leg; badly crippled or deformed hands, arms, feet, or legs; uncompensated valvular disease of the heart; locomotor ataxia; cancer; Bright's disease; diabetes. Other physical defects may debar persons from certain examinations when in the judgment of the commission such defects would render them unfit to perform the duties of the position for which the examination is held.

Who has been debarred from examination by the commission.

(f) That a person whose application shows that he has been indicted for or convicted of any crime or misdemeanor furnishes with his application an abstract from the court proceedings sufficient to show the essential action taken, and also furnishes a statement from the trial judge or other court officer showing the surrounding circumstances and evidence of such person's moral character and reputation. When records are destroyed, the applicant must furnish a certificate from the proper court showing the fact. (*If the offense is a minor one, and does not reflect upon the character of the applicant, the application should be accepted. If it involves moral turpitude in any degree, the case should be referred to the commission for decision.*)

(g) That applicants fully meet the physical requirements of the service which they desire to enter. (*In cases of doubt regarding physical qualifications, the application should be referred to the commission.*)

(h) That the application is not dated, nor the jurat or vouchers executed, more than six months prior to its receipt by the district secretary. (*An application which is dated more than six months prior to its receipt should be canceled,*

and the applicant should be furnished with a new blank and allowed to file a new application.)

(i) That the signature of the officer making the jurat is authenticated by official (impression) seal.

(j) That the vouchers are executed in accordance with the directions printed on the application form.

(k) That the brief on the face of the application showing the age, education, date originally presented, date filed in complete form (which should be date on which last received), etc., is filled in by the person examining the application.

30. All cases in which it is shown that the applicant has been separated from the service within the past year by resignation, or within the same period by discharge for reasons other than for delinquency or misconduct, should be referred to the commission for verification. An application which shows that the applicant has been discharged within the year for delinquency or misconduct should be canceled. (See par. 29 (e).) Applications which show discharge for any reason more than one year previous to the date of the application should be referred to the commission. If the application shows separation by resignation more than one year previous it may be accepted if the applicant is otherwise eligible.

31. Report should be made to the commission on the prescribed form of all cases where applicants claim to have been discharged from the military or naval service on account of disability resulting from wounds received or sickness incurred in the service and in the line of duty. To be entitled to preference under section 1754, Revised Statutes, a person must have been disabled by wounds received or sickness incurred in the line of duty, and discharged because of such disability. When an applicant claims preference, a statement of his service, giving the company and regiment or vessel and dates of enlistment and discharge, should be sent to the commission at once, in order that the claim may be verified from the records of the proper department. The words "preference being investigated" should be stamped or written on the briefs of all such applications.

District secretaries have authority to pass upon preference claims where they have received reports from the commission covering the same cases.

FORWARDING APPLICATIONS—REPORTS OF NUMBER OF APPLICANTS—EXAMINATION ROOMS.

32. Applications received for an examination should not be forwarded to the commission, unless otherwise ordered, until the examination has been held, and then only the applications of those persons who were examined. When all the applicants for a particular examination can not be examined on one day, each day's applications should be sent in a separate package, each application showing the date of examination, and the package marked to show the kind, place, and date of examination and number of applications. The applications of those persons who failed to appear for examination should be canceled and retained by the district secretary.

33. The applications for all educational examinations for district services must be forwarded to the commission by the district secretary as soon as practicable after the names of persons examined have been ascertained. If for any reason it is necessary to retain any applications, or any have been returned for correction and have not been received by the district secretary up to the time of forwarding the other applications to the commission, then a slip, Form 1406, showing the applicant's name, the kind, place, and date of examination, and the reason for retaining the application, should be put in the bundle in the place

of each such application. All applications of persons examined which have been retained or returned for correction should be forwarded to the commission as soon as completed.

34. Report of the number of applications filed for any examination should always be sent to the commission by mail unless specific directions to the contrary are received. If no applications are filed, report to that effect should be made.

35. Boards should use the telegraph only in urgent cases or when directed by the commission to do so. Telegrams should be sent "Collect, Government rate," and should be made as brief as possible. In reporting to the commission the number of applications filed, the following form should be used: "Civil Service Commission, Washington, D. C.: Smithville. Post Office. Ten. Brown." The surname only of the person sending the telegram should be signed, as indicated in the form. Where more than one kind of examination is to be held on a given date report should be made of the number of applicants for each kind.

36. Section 3 of the civil-service act provides that "nominating and appointing officers and custodians of Federal buildings at the places where examinations are to be held shall, for the purpose of such examinations, permit and arrange for the use of suitable rooms under their charge, and for heating, lighting, and ventilating the same." Necessary arrangements should therefore be made for a suitable room in which examinations may be held, with the necessary conveniences; but if such room is not available in the Federal or post-office building, a schoolroom, council chamber, or other public meeting room may be obtained. As the commission's appropriation for examination purposes is limited, effort should be made to obtain accommodations for examinations without expense. No expense should be incurred without *first* receiving authority of the commission whenever possible.

37. Great care should be taken to provide ample table or desk space so that competitors may be seated far enough apart to prevent the improper observation of one another's work. It is necessary that all examinations be so conducted as to secure the perfect fairness and absolute integrity of the work, and every possible arrangement should be made to this end.

38. At each examination there should be at least one board member in constant attendance, who should have the assistance of such additional members as may be needed to properly supervise the examination. Small examinations usually do not require the constant attendance of more than one examiner, who should, however, give the work careful supervision and see that no fraud or collusion occurs. Examiners are held responsible for the proper conduct of such examinations as they may attend.

CIVIL-SERVICE ACT, RULES, AND EXECUTIVE ORDERS.

39. The attention of nominating and appointing officers and the local boards of examiners is called to the civil-service act, rules, and Executive orders and to statutes affecting the classified service. Information upon these subjects is given in a publication of the commission, which should be kept at hand for reference.

PARTISAN ACTIVITY OF BOARDS OF EXAMINERS.

40. Section 1 of Civil-Service Rule I provides:

No person in the executive civil service shall use his official authority or influence for the purpose of interfering with an election or affecting the result thereof. Persons who by the provisions of these rules are in the competitive

classified service, while retaining the right to vote as they please and to express privately their opinions on all political subjects, shall take no active part in political management or in political campaigns.

Form 1236, "Information concerning political assessments and partisan activity of officeholders" may be obtained from the district secretary.

ALLOWANCES FOR TRAVELING EXPENSES.

41. Before incurring any expense for traveling upon the business of the commission an employee or member of a district or local board must be furnished with specific written authority to perform the particular journey to which such expense relates, which authority must be issued by the commission.

42. In cases of exigency requiring *immediate* action, and when the condition of the public business renders it desirable, a district secretary may visit any point in his own district without previous written authority. In such cases, however, an immediate report must be made to the commission stating the reasons for the journey and the probable expense involved.

43. A district secretary may issue to a member of any board of examiners under his direction a letter of authority covering any journey which may be *imperatively* necessary for the prompt transaction of the public business. In such cases an immediate report must be made to the commission setting forth all the facts and the probable expense involved.

ADDITIONAL INFORMATION.

44. In any case where additional information is desired local secretaries are requested to write to the district secretary.

INSTRUCTION OF APPLICANTS FOR CIVIL-SERVICE EXAMINATIONS.

45. Executive order, October 13, 1905:

No officer or employee of the Government shall, directly or indirectly, instruct or be concerned in any manner in the instruction of any person or classes of persons with a view to their special preparation for the examinations of the United States Civil Service Commission.

The fact that any officer or employee is found so engaged shall be considered sufficient cause for his removal from the service.

METHOD OF CONDUCTING EXAMINATIONS.

46. In all examinations, whether for services under the district system and for which applications are filed with the district secretary, or for services for which applications are filed with the commission at Washington, boards of examiners are instructed to admit to examination persons who report *before the examination begins*, whether they present authority to enter the examination or not, provided there are sufficient papers. Those who present authority in the form of an admission card, letter, or telegram should, of course, be first provided for. The examiner should exercise discretion in admitting persons who do not present authority to enter the examination, and should exclude all persons who are clearly ineligible for examination under the conditions as shown in the printed announcement of the examination, the Manual of Examinations (Form 302), or the Instructions to Applicants (Form 1372). In case of doubt as to eligibility, the person should be admitted.

All persons admitted to examination who do not present authority to enter the examination should be required to sign a card (Form 2081), with which local secretaries will be supplied by the district secretary, and which contains an agreement that the competitor accepts the condition that his examination is taken subject to the subsequent approval of his application by the commission. The signed cards will be forwarded to the district secretary with the admission cards in the case of an examination for a local service and for which the admission cards were issued by the district secretary; in all other examinations the

signed cards will be forwarded to the commission at Washington with the examination papers. A competitor so examined should be supplied with the proper application form by the examiner and instructed to file his application at once if he has not already done so, with the district secretary if the examination is for a position under the district system, or with the commission at Washington if for a position not under the district system.

When the class is sufficiently large to require two or more days to examine the competitors in an examination which requires only one day for each competitor, persons reporting without authority to enter the examination should be admitted *on the first day only*, and then only in case they report before the examination begins; provided, that in case there should be not sufficient examination questions for the first day's examination persons who report before the examination begins on the first day may be examined on subsequent days.

An applicant for examination *who has received an admission card or other form of authority to enter the examination* and who arrives within a reasonable time after the examination is started may be admitted, provided he makes a satisfactory explanation for being late and no competitor has left the examination room after completing a part or the whole of the examination.

In making requisition for the shipment of examination questions for examinations for positions under the district system the district secretary will make ample provision, by ordering extra sets of questions, for the examination of persons who appear for examination without first having filed their applications.

Letters and telegrams from the commission or the district secretary authorizing persons to enter examinations should be treated as admission cards and sent forward with the cards.

47. The examination papers will be shipped so as to reach the place of examination on the evening before or the morning of the examination. The package containing them should be carefully kept under lock with the seal unbroken until the commencement of the examination. Each package should be inspected as soon as received to see that the seals have not been broken. If the examiner is satisfied that a package was opened and the papers exposed to view, he should not hold the examination, but should inform the class that the examination will be postponed. The package should be returned to the commission in the condition in which it was received, with a full report of all the facts that can be ascertained.

48. In all examinations in which there are height and weight requirements the examiner should reject any persons who are under the required height. Persons who do not exceed the required height by 2 inches should be measured in stocking feet. In every case where an applicant is found to be under height, the examiner should report the name, exact height, and all the facts to the district secretary or the commission. Persons who are under weight should be examined conditionally and report should be made to the commission, or in case of examination for district services to the district secretary, of all such cases. Except applicants for the Post Office Service persons who are under weight at the time of examination will be required to be reweighed within 30 days, and if found to be still under weight their examinations will be canceled. (See par. 97.) When a competitor is required to be reweighed the weighing must take place in the presence of a representative of the commission. Special report should be made to the commission or the district secretary of cases where the competitor has apparent physical defects which might affect the value of his services.

49. The examiner should collect the admission cards of those under height or under weight and forward the cards to the commission or the district secretary with a full report showing the exact height and weight, making a separate report in each case.

50. After the class is assembled, which should be not later than 9 a. m., unless authority to the contrary is given, its attention should be invited to the wrapped and sealed package. The package should then be opened in the presence of the class and the examination sheets counted to ascertain if they agree with the report inclosed therewith. A footnote should be made on the report calling attention to any discrepancy. The class should be informed that no helps of any kind will be permitted during the examination, and that no communication with one another will be allowed. Any written or printed matter in the possession of any competitor which might be of assistance to him in the examination should be turned over to the examiner until after the close of the examination. If any competitor is detected using maps, books, or any other helps, he should not be excused from the examination room. A full report of the facts should be made to the commission, and the report, together with the helps which were used or attempted to be used, should be attached to the sheet on which the competitor was at that time engaged. No competitor will be allowed to leave the room unaccompanied by an examiner while at work on any sheet. Time spent out of the room will be considered a part of the time allowed for the examination. No competitor will be allowed to go to lunch during an examination requiring five hours or less.

The use of aids, such as handbooks, logarithmic tables, slide rules, etc., will only be permitted when so specified on the examination sheet.

Wall maps should be removed before work begins in all examinations which include the subject of geography.

51. After the foregoing has been explained to the class, each competitor should be furnished with a preliminary sheet and a declaration sheet, with instructions to enter the number which appears in the upper right-hand corner of the declaration sheet with ink in the space provided in the corresponding corner of the preliminary sheet; to fill the remaining blanks at the top of the preliminary sheet; to answer all the questions in the declaration sheet, and to date and sign the declaration sheet. The class should then be directed to read carefully the instructions on the preliminary sheet, and while so engaged the declaration sheets and admission cards should be collected by a member of the board, who should compare the number on the declaration sheet with that on the preliminary sheet in each case when the declaration sheet is taken up. The declaration sheets should then be arranged in order, with the smallest number on top, and be placed in the envelope provided, which should be sealed by the examiner. The blanks on the envelope should then be filled in by the examiner.

When several examinations are held together those requiring the longest time should be started first and then those requiring less time, in order of length as nearly as possible.

52. The next step is to furnish each competitor with sheet 1, usually spelling, with instructions to enter his examination number in the upper right-hand corner and to fill the other blanks at the top of the sheet, except that the time should not be entered until dictated to the whole class. The attention of the class should then be called to the fact that in the spelling exercise each word will be pronounced by the examiner, the definition given, and the word pronounced again; and that they should write each word without the definition in the proper space on the sheet. No word should be pronounced more than twice, unless some noise or other interruption prevents some of the competitors from clearly understanding it. After a word has been finished and the examiner has gone to the next word, he should not go back and pronounce any of the words previously given. Competitors should be cautioned not to repeat a word after the examiner. The time for commencing and finishing this exercise should be given to the entire class by the examiner who dictates the spelling. No corrections should be permitted after the conclusion of the dictation. As soon

as the time of closing has been entered the sheets should be collected and arranged in numerical order, with the lowest number on top.

In giving the spelling dictations, care should be taken to see that all competitors who are to take first-grade spelling are given that test at the same time, those receiving second grade at another time, and those who take third grade at still another.

Commencing with sheet No. 2, the other sheets should be given out (in regular order, one sheet at a time) with instructions to fill in the blanks on the sheet, do the work thereon, hand the sheet in, and receive the next, and so on until the examination is completed. The time of commencing and finishing work on all sheets should be entered by the competitor, unless directions to the contrary appear on the sheet. Care should be taken to see that the examination number and the time of commencing and finishing are entered on each sheet. No competitor should be allowed to handle or review his examination paper after the sheets have been completed and handed to the examiner.

Competitors are not to be given more than one sheet of the same kind in an examination unless through defective printing, or accident not the fault of the competitor, the sheet is damaged. The damaged papers should be marked "Void" and be returned in connection with the unused papers.

53. Particular attention is called to the address-reading sheet in the clerk and carrier and the rural carrier examinations. This test is to be given to the entire class at the same time, *immediately after the spelling*. Sheet 5 is a folder, one page containing printed addresses with errors, and the other page a photolithographed copy of the correct names and addresses. This sheet should be issued to all the competitors at the same time, with the printed side up and the photolithographed side down, care being taken to see that the competitors do not start comparing before the examiner is ready. Each competitor should be required to note the place, date, and examination number in the blank spaces at the top of this sheet. Sufficient time should be allowed for the class to read the instructions "to the competitor," then the examiner should read them to the class, explaining as fully as may be necessary anything therein that is not understood by the competitors. The class should be informed that the time for this test is limited to 10 minutes, but that speed is not considered in rating this subject, and that no credit will be gained by completing the work in less than 10 minutes. Competitors should, however, be careful to complete the test in the time allowed, as a deduction will be made for work unfinished.

At a given signal and on the exact even minute the class will be directed to unfold the sheets and immediately proceed with the work. At the end of exactly 10 minutes (to the second) all the competitors are to be stopped and told to turn over their sheets, with the direction that positively no work is to be performed after the signal to stop is given. The sheets should be collected promptly by the examiner, arranged, and transmitted with the other papers.

54. Scratch paper should be issued with the arithmetic, letter writing, report writing, and copying and correcting manuscript sheets, and taken up with the sheet in connection with which it was used. No scratch paper should be issued with other sheets, unless it is required for preliminary work.

55. Examiners are forbidden to explain the meaning of any question or to make remarks or suggestions that might assist in its solution, or to comment upon any work done by a competitor. It is the aim of the commission to make the examinations practical in every way, and to avoid all "catchy" or puzzling questions.

56. The time allowed for each examination is indicated on the preliminary sheet, and is continuous from the time work is commenced on sheet No. 1. Under no circumstances should a competitor be allowed to exceed the time al-

lotted, which is considered ample for the completion of the examination without undue haste or carelessness.

57. In all examinations in which rapidity in the entire examination is an element, it is important that the time commencing and finishing be accurately noted. The examiner should indicate the exact time the competitor begins the spelling, or the first subject of the examination, and the exact time to the even minute he finishes the last subject, and he should place his initials after each time entry.

If for any reason it is necessary to issue sheets out of the regular order, a special report or statement should be made and transmitted with the preliminary sheets showing exactly the order of issuing the sheets, and any other facts necessary in order that the time consumed in the examination may be accurately rated.

58. The time entries on all sheets in which time is an element should be carefully verified and checked before the papers are shipped to the commission. It is believed that if this is done the number of reexaminations necessitated by errors in noting time will be greatly lessened.

59. The competitors should be informed that as soon as the examination is over their papers will be sent to the commission at Washington, to be rated, and as soon as the ratings are completed notices of their average percentages will be sent to them, whether they pass or not. Inquiries regarding ratings can not, therefore, be answered before the date of the notice of average percentages. Competitors should in the meantime keep the commission or the district secretary informed of any change of address, so that the notices of average percentages may reach them without unnecessary delay.

MANNER OF CONDUCTING STENOGRAPHER AND TYPEWRITER EXAMINATIONS.

60. Boards required to conduct stenographer and typewriter examinations will be furnished by the district secretary with Form 1338, "Manner of conducting the stenographer and typewriter examinations," and any other necessary information.

PHOTOGRAPHS.

61. Each applicant for any position in the Philippine service, any position in the Isthmian Canal service, the position of guard in the United States penitentiary service, or the position of field matron, farmer, physician, or trained nurse in the Indian Service is required to deliver to the examiner a photograph of himself or herself, which will be forwarded to the commission as a means of identification. Photographs may be required in connection with other examinations, in which case the preliminary sheet will show that a photograph is required. When an examination is taken which covers two or more of the above services, a photograph must be furnished for each.

In connection with examinations of the class referred to, the instruction to applicants in the commission's literature is as follows: "A competitor who fails to present a photograph to the examiner will not be admitted to the examination."

When the admission card is sent to an applicant, the commission also sends a card on which to mount the photograph. It sometimes happens, however, that an applicant is admitted to an examination by telegraph, or for some other reason he is not in possession of the information relating to photographs. A strict enforcement in such a case of the requirement "No photograph, no examination" would work a hardship upon the competitor.

In any case where a photograph is required and the applicant for any reason fails to present the photograph when he reports for examination, the examiner will proceed as follows: Inform the applicant that he will be examined subject

to his presenting to the examiner a photograph of himself. If practicable, the photograph must be delivered to the examiner by the competitor on the day of the examination. If this can not be done, the competitor's features should be observed closely and a brief description of him noted in order that the examiner may be able to certify to the likeness when the photograph is received. It is the responsibility of the examiner to see that the competitor sends the photograph TO HIM within a reasonable length of time. No examination will be considered without a photograph when a photograph is required, and photographs sent to the commission direct by the competitors are of no value whatever, as no one in the office of the commission has any means of determining that the person who took the examination is the person whose photograph is sent.

Cards with photographs attached are to be placed in the declaration envelope. In case the applicant has no card he must note on the back of the photograph his name, the date the photograph was taken, his examination number, and the kind, place, and date of the examination. The examiner must certify that the photograph appears to be a correct likeness of the applicant. Any photograph which can not be forwarded in the declaration envelope with the examination papers must be sent to the commission by the examiner, with all the information called for above, at the earliest practicable date.

Photographs more than two years old, or tintypes, will not be accepted.

CONFIDENTIAL INQUIRY BLANKS.

62. A confidential inquiry blank, which will accompany the examination papers, should be prepared for each competitor for the Philippine Service or the Isthmian Canal Service. The examiner should indicate on each such blank the service for which the competitor is examined. The headings (such as place, date, and examination number) are to be correctly filled out. The questions on this sheet should be very carefully answered by the examiner; he should give full information, especially in answer to the questions which relate to physical defects, condition of health, appearance, and manner. These sheets should be arranged and transmitted with the other papers to the Commission.

GENERAL INSTRUCTIONS.

63. If a less number of examination sheets are received than is necessary for the number of competitors to be examined, a sufficient additional number of typewritten or handwritten copies should be made to supply each competitor with a copy of each sheet of his examination. If, on account of the nature of the sheet, this can not be done (as, for instance, with a photolithographic sheet, such as the copying from rough draft, or the copying and spacing sheet of the stenographer and typewriter examination), the sheets should be so distributed that each competitor will, at some time during the day, receive a copy and have time to perform the work.

64. Under no conditions should the package for the second day's examination be opened to procure additional sets of papers for use on the first day.

65. Only the examination noted on the card of admission should be given, unless from the statement of the applicant it appears that the examination named on the card is not the one for which he applied, in which event the desired examination should be given, if possible, and a report made of the case.

66. When a competitor takes more than one examination at the same time, in which all of the educational subjects are common to all the examinations so taken (as examinations for the Departmental, Philippine, and Isthmian Canal Services), he should be given the proper preliminary sheet for each examination or service and be required to fill out a separate declaration sheet for each examination. The numbers on the additional declaration sheets issued to him

should be changed so that the number used by him on all the sheets will be the same.

67. When a competitor abandons an examination, that fact should be noted upon the last sheet received by him, and the remaining sheets of his examination should also be indorsed with the word "abandoned." The examiner should fill in the examination number, branch of the service, title of examination, place, and date, and arrange the sheets with those of the other competitors. When a competitor fails to complete his examination within the allotted time, the words "time up" should be indorsed by the examiner on the unfinished sheets and they should be arranged in the same manner as in the case of an abandoned examination.

68. The examiner should inspect the back of the preliminary sheet when it is turned in, to see if all the questions have been answered. He should carefully verify and certify to the correctness of the answers relating to the description of the person examined; this also applies to the "last" or personal-question sheet when used.

69. As the completed examination sheets are received by the examiner, they should be assembled according to the subject and sheet number, and the sheets should be arranged consecutively, according to the examination numbers, with the lowest number on top. Immediately upon the completion of the examination the papers should be prepared for shipment to the commission, those of the different subjects being kept separate from each other by means of rubber bands or otherwise. Two packages should be made of the papers before wrapping, one containing the competitors' papers and the other the unused sheets. The declaration envelope, reports of examination, blotters, etc., may be arranged between the two packages of papers. Cards of admission should always be returned to the office from which they were issued. Those issued by the district secretary should be returned to him, with the report of the examination, form for which will be found attached to report of examination received with the papers. All other cards of admission, including those for rural-carrier examinations, should be returned to the commission at Washington, D. C. If two or more separate examinations are held, the papers of each examination should be kept separate. The whole should then be securely wrapped in one package, tied, sealed, and forwarded to the commission by registered mail. There should be no discrepancy between the number of sheets returned, used and unused, and the number received from the commission as noted on the report.

70. Order 555, issued by the Postmaster General, provides:

That letters or parcels relating exclusively to official business of the United States Civil Service Commission, Washington, D. C., and addressed thereto, when presented for mailing by members of local boards of examiners of the commission located permanently in the various cities, shall be accepted by postmasters, who will place them *under their regular official penalty envelopes* or labels, and in their official capacity register them free *as from the postmaster* to the United States Civil Service Commission.

If desired, an informal receipt shall be given by the postmaster to the official from whom the matter is received.

71. In case the class is sufficiently large to require two or more days to examine the entire number of competitors in an examination which requires only one day for each competitor, each day's papers should be forwarded at the close of the day, accompanied by the report showing whether it is the first, second, or third day, etc., and the total number of days required. In an examination in which two or more days are allowed a competitor, his papers should not be returned upon the completion of each day's work, but should be retained by the examiner and forwarded after the entire examination is finished.

With each shipment of papers will be found a card (Form 2014) for reporting examinations. This card should be properly filled out and mailed direct to the commission, in addition to any other report that may be required. A separate card should be used for each kind of examination. Where more than one day is required to examine a competitor, he should be reported only on the first day. Should no one appear for examination, the usual blanks should be filled out, "O" being entered in the last two columns.

All applications and examination papers form a part of the commission's records, and can not be returned to the applicants or competitors.

72. Visitors may be allowed in the examination room at the discretion of the examiner in charge. They should not, however, be permitted to communicate with competitors, unless it is within the hearing of an examiner. No persons other than the examiners are permitted to handle or look over either the used or unused examination sheets.

Newspaper men should be treated with uniform courtesy and should be given all proper information which they may desire for publication. They should not, however, be furnished with the names of any competitors in the examination or the questions used.

RATING OF EDUCATIONAL EXAMINATION PAPERS.

73. The following method is usually observed in rating examination papers by the Examining Division of the commission:

After an examination is held the papers are arranged by sheets or subjects and are forwarded under seal to the commission. When they are reached in the order of rating they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on, the sheets being distributed to as many examiners as there are subjects in the particular examination to be rated. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his average percentage is ascertained, the declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. The identity of the competitor, therefore, is not disclosed until his papers have been rated and reviewed and his average percentage determined. As the charges for specific errors are all fixed by the rules for rating, and as each subject is usually rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

74. The papers of all competitors in an examination must be rated at the same time, and no competitor's papers will be made special or be rated in advance of others.

75. An average percentage of at least 70 in all examinations is required for eligibility, except in the case of stenographer and typewriter examinations for the Philippine Service, for which an average percentage of at least 75 is required, and in the case of applicants entitled to preference under section 1754, United States Revised Statutes, who are required to attain an average percentage of only 65; provided, that in examinations comprising both grade and technical subjects in which the technical subjects constitute not less than 50 per cent of the examination, the competitor must obtain an average percentage of not less than 70 on the technical subjects in addition to an eligible rating on the whole examination, in order to become eligible for appointment. Should a competitor fail to obtain an average percentage of 70 on the technical subjects, the remaining subjects will not be rated.

PROCEDURE IN FILLING VACANCIES IN POSITIONS IN FIELD SERVICES UNDER THE DISTRICT SYSTEM.

ELIGIBLE REGISTERS.

76. Upon the completion of the rating of examination papers for educational positions they will be shipped by the chief examiner's office direct to the district secretary, who, after preparing and sending notice of eligibility and ineligibility to competitors, will establish registers of eligibles. Registers resulting from examinations held for clerk and carrier in post offices will be prepared on the sheet register form, one copy to be forwarded to the postmaster, one to the local secretary, one to the commission, and one retained in the office of the district secretary. Where the jacket system of appointments is in effect, only one copy is sent to any post office. This copy is sent to the local secretary, except in the Twelfth Civil Service District, where it is furnished the postmaster. In cases where the copy of the register is sent to the local secretary it is subject to the inspection of the postmaster or his official representative. Registers resulting from examinations held for clerical, subclerical, and other positions will be prepared on the card-register form, except where the regulations governing a service provide otherwise. The term of eligibility is one year from the date of registration.

77. The name, average percentage, age of each eligible, and any information necessary to determine the relative order of a name or its certification will be shown on the register, the names to be entered in the order of their rating. Those allowed preference under section 1754, Revised Statutes, will be entered in the same manner, but at the head of the register. When two or more eligibles receive the same rating as a result of an educational examination the names will be entered on the register in the order of the filing of the applications in completed form. If two or more such eligibles file completed applications on the same date the names will be entered in the relative order of the amount of time consumed in the examination, the name of the eligible who consumed the least time preceding those who consumed more. When two or more eligibles from any noneducational examination have the same rating the order in which their names will appear on the register will be determined by the day, hour, and minute at which applications are filed in person, or, if received through the mail, by the day, hour, and minute at which the applications are opened. It will therefore be necessary that such data be entered by district or local secretaries on all such applications. If one of the eligibles has been allowed preference, his name will be entered ahead of others not allowed preference, regardless of the preceding considerations.

77 (a). When the name of an eligible is entered on the register in a belated case the same date of registration is given as that of other eligibles resulting from the same examination unless the delay in entering such name on the register was not due to any fault of the eligible, and then the circumstances in each particular case are taken into consideration in determining the date of registration, e. g., if the eligible has not suffered an injustice from the delay in entering

his name on the register, the same date of registration is given as that of other eligibles resulting from the same examination; otherwise he is given a clear, full period of one year of eligibility.

78. When eligibles are obtained from a new examination, and before the eligibility of those from a previous examination has expired, a register will be prepared, containing the eligibles from both examinations, arranged in their order of average, regardless of the date of examination, with dates of original registration, dates of examinations, and all other information called for on the form of register. When such a register for a post office is prepared, the sheets of the previous unexpired register will be canceled. When a person whose name appears upon a current register becomes eligible through subsequent examination, his new eligibility will cancel the old and the name be entered on the new register with the rating attained in the latest examination; but whenever a person whose name is on an eligible register for any position is, through clerical error, admitted to another examination for the same position before he is entitled to such reexamination, then such person has the option of having the examination to which he was erroneously admitted canceled or, as a result of such examination, having his name entered on the register contemporaneously with the persons who pass the examination held later which he would be entitled to enter under the regulation.

78(a). No transfer of eligibility from the register for clerk or city letter carrier at one post office to the register for another post office is permitted unless the register for the post office to which transfer of eligibility is proposed is depleted or the Commission has been unable to obtain sufficient eligibles for the needs of that office as the result of open competitive examination, and then only after the postmaster at such office has expressed a willingness to consider the applicant for appointment. District secretaries are authorized to transfer eligibility subject to these restrictions.

78(b). District secretaries are authorized to cancel eligibility in all cases in which they are now or may hereafter be authorized to cancel applications for examinations, as provided in circular letter numbered 42, based upon minute 1, adopted by the Commission on March 29, 1913. If the facts that warrant the cancellation of eligibility also warrant the debarment of the person from examinations, they, together with all other facts in the case, will be submitted to the Commission for appropriate action. Where objections are filed to an eligible, whether on certification or not, the procedure contained in paragraph 105 of this pamphlet will be followed.

79. In preparing registers of stenographer and typewriter eligibles, names of competitors in only one branch will be entered on the register (stenographer or typewriter) in which an eligible rating is obtained. If they pass in both stenography and typewriting the names of females will be entered on the typewriter register and on the combined stenographer and typewriter register, but not on the stenographer register, although they may be considered for stenographer alone if the needs of the service so require. The stenographer register is ordinarily utilized only for certification to fill stenographer and typewriter positions in the absence of the combined register. Names of males who pass in both stenography and typewriting will be entered on the combined register only, because of the great demand for male stenographers and typewriters; but their names may be considered for stenographer alone or typewriter alone if the needs of the service so require.

In combining the stenographer and the typewriter ratings for the purpose of establishing a combined register, a weight of 2 will be given for stenography and a weight of 1 for typewriting. The following special principles govern

combination of ratings when the stenographer examination is taken on one date and the typewriter examination on another date:

(a) When an eligible whose name appears on a stenographer register qualifies in a subsequent typewriter examination, the date of registration of the combined stenographer and typewriter register and of the typewriter register will be the same, and the name will be removed from the stenographer register, for the reason stated in the first paragraph of this section.

(b) When an eligible whose name appears on a typewriter register qualifies in a subsequent stenographer examination, the date of registration of the typewriter register remains unchanged, and the date of registration of the combined stenographer and typewriter register is that resulting from the more recent examination.

(c) In combining ratings of a stenographer examination with a typewriter examination taken on different dates and at different places, the eligible will be required to specify which of the two places he will elect as a place of registration for both the typewriter and the combined stenographer and typewriter registers.

80. As it is desirable to have at all times a sufficient number of eligibles and to use eligibles to the greatest extent consistent with the interests of the service, the following principles will govern extensions of eligibility:

(a) Registers resulting from examinations held annually at approximately the same date may be extended, if necessary, until the establishment of the register resulting from the next annual examination.

(b) When it becomes necessary to hold an examination between annual examinations, the eligibility of persons resulting from such examination will be extended until the expiration of the register resulting from the annual examination next following their examination.

(c) Registers resulting from examinations which are held only at irregular intervals, according to the needs of the service, may be extended for a period not to exceed one year, pending the establishment of a new register. When reasons exist which, in the judgment of the district secretary, apparently make it inadvisable to extend such a register, report of such reasons should be made to the commission in connection with any temporary appointment authorized, or presented for authorization, without examination, in lieu of extending the register.

The following principles will govern extensions under clause b:

Examinations for first-class post offices are scheduled to be held on the first Wednesday or Saturday in November each year, but frequently are advanced or postponed, according to the needs of the service; if held in October, November, or December, they are considered as annual examinations, provided another examination is not held on the regularly scheduled date. Extension of eligibility to expire with the register resulting from an annual examination should only be made when an eligible is debarred from taking that examination by reason of having passed an examination for the same position within approximately one year.

Whenever by reason of a register being reduced to less than three names it is necessary to hold another examination to which an eligible on an existing register would not be admitted because of his having passed the same examination within less than one year, the eligibility of such eligible will be extended to expire with the register established as a result of the next examination, to continue pending the establishment of a new register from an examination to which he would be admitted, not to exceed an additional year.

At post offices of the first class, where there is a surplus of eligibles, extension of registers will be dependent upon the number of vacancies occurring annually.

Unskilled-laborer registers and registers for noneducational positions are not extended except for unusual reasons.

In no case should eligibility from open competitive examination exceed two years.

The extension of the period of eligibility can not be granted in individual cases, and is always applied to the entire list of eligibles on the particular register extended.

81. When a register for a post office is extended the district secretary will strike therefrom the names of all persons whose eligibility is not extended with the register, and instruct local secretaries to strike from the postmaster's copy of the register the names of all such persons.

82. At post offices where separate clerk and carrier registers are maintained, supplementary registers may be established, in case either of the registers becomes exhausted, containing the names of eligibles on the unexhausted register who signify a willingness to accept appointment to the other position. If to anticipate the needs of the service it is necessary to establish a supplementary register before a register is exhausted, the supplementary register is not to be resorted to until the original register is exhausted or reduced to less than three names. Eligibles also retain their eligibility on the register on which their names originally appeared. A supplementary register expires by limitation upon the establishment of a new register from examination, except in cases where an insufficient number of eligibles is obtained to warrant the establishment of separate clerk and carrier registers.

82 (a). The practice of establishing "auxiliary" registers in the field service on which are entered the names of competitors in the first-grade clerical examination who fail to attain a rating of at least 70 in arithmetic or 65 in report writing, but whose general averages would, notwithstanding, be as high as 70, has been discontinued, and instead, when it is found that there is in any locality an insufficient number of eligibles to meet the needs of the service, a second examination will be specially announced. If, after such examination, the needs of the service can not be supplied from the register the facts will be reported to the commission and authority obtained for the establishment for that locality of a supplemental register, with the restriction that the person appointed from such supplemental register shall not be promoted above the entrance salary or be eligible for transfer to any other position covered by the first-grade clerical examination until he shall meet the minimum requirements in the first-grade clerical examination, or until after he has served in a clerical position for such period as will enable the commission to determine his fitness for such promotion or transfer.

83. In making an inquiry or report concerning an eligible, the name in full, the kind, place, and date of examination, and the average percentage should be given.

83 (a). In making records, registers, reports, or nominations in cases of women, "Miss" or "Mrs." should precede the name.

84. When an examination is held for a second-class post office at which city delivery service has not been established, a second examination will be held when such service is subsequently ordered, the eligibles resulting from the first examination to be entered on the register with those from the later examination if the year of eligibility from the first examination has not expired.

ORIGINAL APPOINTMENT IN POST OFFICES.

85. When a vacancy occurs or is about to occur in a post office and a permanent appointment is to be made, the postmaster will select from his copy of the register one of the three eligibles next entitled to certification and will immediately thereafter notify the person selected on the form prescribed for the purpose, and after his acceptance will nominate him for appointment to the department on the prescribed form. If there are not as many as three names

on any register the postmaster may, in his discretion, select one of the two, or the only eligible, for regular appointment.

86. The nomination will be delivered to the local secretary, who will make proper entries on his copy of the register and that of the postmaster, entering the proper charges against the eligibles, and showing the selection of the one nominated. The local secretary will then forward the nomination to the district secretary, who, if he finds the selection to be properly made, will approve the selection, "subject to the action of the United States Civil Service Commission," make proper entries on his copy of the register, and forward the nomination to the Post-Office Department; but where the jacket system of appointments is in effect the procedure outlined in Form 1960 will be followed, except in the Twelfth Civil Service District, where a different procedure exists. If the district secretary finds that the selection is not permissible under the rules, he will return the nomination promptly to the postmaster, with explanation why it can not be approved.

87. The nominations for appointment in post offices will be made in triplicate, and after approval by the Post Office Department one copy will be returned to the postmaster, one forwarded to the commission, and one retained in the files of the department.

88. The district secretary will forward to the postmaster, if he so requests, the examination papers of the eligibles entitled to certification, or, in case several nominations are contemplated, he may, in his discretion, supply the postmaster with a sufficient number of papers to meet the needs of the service.

89. Declination in writing will be required by the postmaster when regular appointment is declined, and will be forwarded by him to the district secretary. Reasonable time is to be allowed an eligible to respond before further selection is made. When an eligible whose name appears on a combined clerk-carrier register declines appointment, his eligibility for the other position is not affected by such action, but his name will not be restored for appointment to the particular position he declined to accept unless in response to a notice of the district secretary he furnishes a satisfactory explanation of his declination and promises to accept a future tender of appointment. The district secretary will determine whether the eligible's reasons for declining or failing to respond are sufficient to justify the restoration of his name to the register, and in cases of doubt will submit the facts to the commission. He will report to the commission on Form 1795 all restorations to the register and have proper entries made upon the registers in the possession of the postmaster and the local secretary. When the district secretary removes a name from the register for any reason other than because of an appointment, he will immediately report such action to the commission, on Form 1794, showing all the facts in regard thereto.

90. The name of an eligible who fails to respond within a reasonable time to any notice or inquiry by a nominating officer or a representative of the commission, relating to temporary appointment (except for service during the holiday season) or to regular appointment, will be suspended from the register and will not be certified until restored upon his request, accompanied by a satisfactory explanation of his failure to respond. In all such cases the usual notice will be sent to the eligible's last known address by the district secretary, asking for a statement of the reason for the failure of the eligible to respond, and whether he desires to have his name restored to the register for future appointment. When an eligible on the register for a post office fails to respond to notice of selection, the postmaster will so advise the district secretary.

91. When the district secretary is credibly informed that an eligible does not desire an appointment or is unavailable for appointment, he will at once communicate with the eligible for the purpose of verifying such information, and if the

eligible fails to respond to such communication within a reasonable time, his eligibility will be suspended, subject to restoration in accordance with the procedure outlined in paragraph 90.

92. If an eligible whose name appears on a combined clerk-carrier register receives appointment, his name is stricken from the register for both positions.

93. In entering charges of certifications against a name on an eligible register, only one charge will be made in connection with the filling of one vacancy. An eligible if reached in his order is entitled to certification for appointment to three different vacancies if not sooner appointed. For example, a vacancy is to be filled by selection from the register; eligible number one is selected and declines, eligible number four is selected and declines, and eligible number five is selected and appointed. In such case all the steps relate to the filling of one vacancy. Only one charge, therefore, should be made against the name of eligible number two, and only one charge against the name of eligible number three. One charge is also entered against the names of eligibles who decline, except as provided in paragraph 95.

94. Where copies of registers are in the hands of nominating or appointing officers in making an appointment to fill a specific position, it is held that three names will have been certified for each position and charges will be made accordingly.

95. Where a nomination for appointment fails to receive the approval of the department, all charges in connection therewith, including those against eligibles who decline, are removed.

96. Where two or more persons are nominated on the same date for substitute clerk or for substitute carrier in a post office, the average percentage of each person must be shown on the nomination and the names entered in the order of percentage, except where selections are made from an original register and a supplementary register, in which case the names of eligibles selected from the original register should appear on the nomination form, according to average, in advance of those selected from the supplementary register, although the eligibles selected from this register may have attained higher averages. This is necessary to aid the department in determining the order of promotion to a regular position, as required by the civil-service rules. When a person with preference under section 1754, Revised Statutes, and a person without such preference are nominated on the same date, their names are to be entered on the nomination in the order of percentage and not in the order in which they appear on the register, because preference is limited to original appointment and does not extend to promotion. Nominations should be so prepared, where two or more selections are made on the same date, as to show one selection from each group of three names. If there is any doubt on the part of a postmaster in regard to the manner in which nominations should be prepared, he should consult with the district secretary.

97. The district secretary, upon the establishment of a register for a post office, will secure medical certificates from a sufficient number of the highest eligibles to meet the needs of the service. Eligibles will be notified that an opportunity to file medical certificates is given them before their names are considered for appointment, in order to ascertain whether they are physically qualified and to avoid inconvenience and possible expense and disappointment to them in the event that they should be found physically disqualified after selection. If any of the eligibles prefer, after having been given an opportunity to file medical certificate for the purpose of determining their physical fitness, to take the chances of failure to come up to the physical requirements at the time of selection, the responsibility will rest with them for any hardships that may result. Where medical certificate is filed by an eligible prior to selec-

tion which shows him to be under weight, he will be notified immediately by the district secretary that unless he can show by reweighing that he has reached the required weight on or before the date of selection for appointment, the nomination for his appointment, if made, can not be approved, and his eligibility will be suspended pending his making up the difference during his period of eligibility. Also in all other cases where the medical certificate discloses the fact that any eligible does not meet the physical requirements, the nomination for the appointment of such eligible, if made, will be disapproved, his name will be suspended from the eligible register, and the postmaster will proceed to make another selection, as in the first instance. If, however, the medical certificate shall disclose defects which, although apparently not sufficient to bar appointment under the regulations of the department, would, in the judgment of the postmaster, render the eligible unfit or unsatisfactory for the position to be filled, he may reconsider the three eligibles and select one of the other two; but an eligible so objected to can not be excluded and the next lower eligible on the register taken up for consideration without the matter first being presented to the district secretary for consideration and submission, if necessary, to the commission and the objections being sustained.

A medical certificate furnished in connection with one examination may be accepted in lieu of another medical certificate in connection with the next examination held within six months.

An applicant who declines to go before a designated medical examiner for a physical examination will be debarred from examinations and his eligibility on existing registers will be canceled.

98. Prior to a person's assignment to duty as a clerk or carrier, nomination for his appointment should be forwarded to the district secretary; but in emergency cases the nomination may be sent on the day the assignment becomes effective. This requirement should be strictly observed, as an appointment can not be recognized until approved by the district secretary.

99. When a nomination for the appointment of a clerk or carrier is received by a local secretary for transmission to the district secretary the number of the nomination will be entered by the local secretary in the space provided therefor on the nomination form, except where the jacket system of appointments is in effect. A separate series of nomination numbers will be maintained for each position—clerk, carrier, and female clerk—so that the numbers will run consecutively for each. Nominations for temporary appointment should not be numbered in series with those for regular appointment.

TEMPORARY APPOINTMENT IN POST OFFICES.

100. Whenever a temporary appointment is necessary, either in a regular or a temporary position, selection will be made from an eligible register in the same manner as for regular appointment if there is at least one eligible suitable and willing to accept; and if there is no such eligible, then selection may be made of a person whose name is not on the register. In either case the postmaster will, after the acceptance by the person selected, nominate him for temporary appointment to the department on the same nomination form and in the manner provided for regular appointment. It will be the duty of the district secretary to see that the nomination clearly indicates the nature of the temporary appointment, each nomination to show (1) whether the temporary appointment is made by selection from the register, or by the selection of some person whose name is not on the register, and (2) whether the selection is made in the absence of eligibles pending the establishment of an eligible list, whether it is made when there are less than three eligibles pending the establishment of

a full list, or whether it is made for so-called job employment, as, for example, during the absence of a regular employee or during the holiday or vacation season when extra help is required. A temporary appointment approved pending the establishment of a register shall not continue beyond a period of 30 days after the receipt by the postmaster of the register. The use of the word "emergency" is discontinued in reporting temporary appointments in post offices.

101. Whenever the district secretary approves a selection from the register for the temporary appointment of a person whose name is on the register but not among the first three, his indorsement on the nomination should show the reasons for the approval of the selection. Whenever he approves the selection for temporary appointment of a person whose name is not on a register, his indorsement on the nomination should show the reasons why the eligible or one of the eligibles on the register, if any, is not nominated. Whenever a temporary appointment is approved by the district secretary, pending the establishment of a register, an examination should be announced in accordance with instructions received from the commission. Care should be exercised to see that no temporary appointment continues for a longer period than that for which authorized, and when such appointment ceases its cessation should be promptly reported to the commission.

102. With a view to reducing to a minimum temporary appointments without examination, the district secretary will encourage the postmaster to consider for temporary appointment in their order eligibles on any of the registers of suitable grade for his office. When the clerk register is exhausted, temporary appointments to clerk positions should be tendered to the eligibles on the carrier register, and vice versa, before temporary appointment is made from outside of the register, except that if in any particular case the district secretary is of the opinion, in view of the peculiar circumstances existing, that to insist on this requirement would not be for the best interests of the service, the postmaster may be informed merely that it is preferred, but not required, that eligibles on the corresponding register be first considered for temporary appointment. The district secretary, in reporting his approval of a temporary appointment in such a case, should state that it has been excepted from the foregoing requirement.

103. Postmasters should be encouraged to consider female eligibles for temporary appointment to the position of clerk before making temporary appointment without regard to examination, unless it should be shown that the character of the work is such that it can not be performed by female employees.

104. The district secretary is authorized to pass upon objections made under clause (b), section 1, Rule VII, to eligibles for *temporary appointment*. In passing upon objections under this authority the action of the district secretary should be reported to the commission, and the facts will be made a matter of record in the office of the district secretary, to be submitted if called for by the commission. Where the district secretary is in doubt as to whether the objection should be sustained the matter should be referred to the commission for decision, with a full statement of the facts.

105. The district secretary is authorized to suspend eligibility upon the filing of objections to eligibles for regular appointment in cases where it is very apparent that the charges filed are well founded and made in accordance with the rules and where it is evident that no injustice will result to the eligible by such action. A prompt report should be made to the commission on the prescribed form, showing suspension of eligibility and reason therefor, followed immediately by an investigation of the charges by the district secretary. In the investigation the eligible will be given a definite time to show cause, if

any, why his eligibility should not be canceled. A second report to the commission will then be made showing the result of the investigation. If the objections are not sustained by the commission and if the eligible has lost any certifications as a result of the suspension of his eligibility, his name will be restored to the head of the register and there retained after his eligibility would otherwise expire until he has received as many certifications as he lost from the suspension of his eligibility, unless he is sooner certified three times or selected or has his name removed from the register for some other cause.

106. When necessity arises for the temporary employment of additional clerks or carriers in a post office, in the absence of substitute clerks, substitute carriers, if any, may be assigned to clerical duties, and in the absence of substitute carriers male substitute clerks, if any, may be assigned to carrier duties without the approval of the district secretary.

PROBATIONAL APPOINTMENT IN SERVICES OTHER THAN THE POST OFFICE.

107. When a vacancy occurs or is about to occur in a position other than that of clerk or carrier in a post office and it is desired to fill such position through examination, the nominating or appointing officer will make request upon the district secretary for a certification of eligibles, which request should give the designation of the position, sex, salary, place of employment, and such other information as may be necessary to determine the qualifications required in the position to be filled. Should a request call for any eligible or eligibles by name, the district secretary is authorized to return it.

For certification purposes, the names of eligibles whose examination papers are in the office of district secretaries on the date on which a request for certification is received will, in the case of small registers, be considered as constructively on the registers, although they may not have been actually entered thereon; this principle will also apply, so far as practicable, to large registers.

In case certification is made by district, such as customs or internal-revenue district, names of eligibles examined in one part of the district will not be certified until registers are established from examinations held in the district on approximately the same date.

Certification will be issued in triplicate by the district secretary, one copy on Form 1844a and two copies on Form 1844b. Upon receipt of the certification, accompanied by the papers of the eligibles certified, the nominating or appointing officer will make selection (see par. 145), properly indorse the copies of Forms 1844a and 1844b in accordance with instructions contained thereon, make nomination of the person selected as prescribed by the department (if by indorsement on the certificate Form 1844a should be used for the purpose), and, unless otherwise provided by regulation, forward to the district secretary the following: Form 1844a, one copy of Form 1844b, the nomination, the examination papers, Form 124, "Declaration of Appointee," and all forms prescribed by the department. The nominating officer will retain one copy of Form 1844b as a record of certificate and report thereon. The district secretary will indorse and transmit the nomination to the department, together with the copy of certificate on Form 1844a and all forms prescribed by the department unless otherwise provided by regulation; and will report the transaction to the commission, on Form 1844c, retaining copy of the report in his office.

108. When requests for certifications of eligibles are received simultaneously by the district secretary from several nominating or appointing officers, or when a request is received from a nominating or appointing officer while some of the names which should be certified are on certification, the second group of three names should not be used for making certification on the second request until

an effort is made to secure a report of selection from the certification containing the first group of three names. If there should be a delay in securing a report on the first certification, and the exigencies of the service require the filling of a vacancy prior to the receipt of such report, then the second group of three names may be certified. This matter is left largely to the discretion of the district secretary, who is in a position to determine whether it is necessary to certify the second group of three names. In exercising discretion, consideration should be given to the condition of registers and the probable number of appointments to be made therefrom. Where a register for a position contains few names, and a number of appointments will probably be made from such register, there is a likelihood that all eligibles will be certified. The action to be taken in such a case should not be made applicable to a register containing the names of a large number of eligibles and from which few appointments will be made, unless there are reasons sufficient to warrant such action. It seems that it will be wise when the district secretary concludes, in his discretion, to certify a later group before selection is made and reported from the earlier group, to accompany the subsequent certificate with a memorandum of the names on the prior certification. This, too, is a matter for the discretion of the district secretary. When a report of a selection is made from the second group of three names, the fact should be reported to the commission.

109. When objections are filed to the appointment of an eligible certified, no action toward permanently removing his name from the register will be taken until the eligible has been given an opportunity to show why his name should not be so removed, but his eligibility may be suspended by the district secretary until final action is taken. After investigation of the objections by the district secretary a report will be made to the commission for its action. (See par. 105.)

110. Where a certification of eligibles is issued to fill several vacancies, charges will be entered against the names of eligibles certified, on the basis of one selection from each group of three names. For example, if a certificate containing 20 names is issued to fill 12 vacancies and the highest 12 names on the certificate are selected, charges should be entered against each of the names selected and the next two names on the basis of one selection from each group of three names. Should any names be passed over without selection, the requisite number of charges, on the basis of three names certified for each vacancy, will be made. Where a certificate containing the names of three eligibles is issued to fill a specific vacancy and more than one selection is made therefrom, or when more than one selection is made from the last three available names on a certificate or on a register, one charge only is made against each of the eligibles certified. (See secs. 93 and 95.)

111. When an eligible whose name appears on a register from which preliminary certification is made by the district secretary declines appointment to a position in an office or branch of the service and in the locality and at the salary which he had clearly indicated willingness to accept, his eligibility will be suspended, and he will not be certified until his name is restored upon request, accompanied by a satisfactory explanation of his reasons for declining. The usual notice will be sent to the eligible by the district secretary asking for a statement of the reasons for his declining appointment and whether he desires to have his name restored to the register for future appointment. When an eligible whose name appears on a subclerical register fails to respond or declines appointment to the position of messenger, watchman, or skilled laborer, his name is removed from the register for all positions and will not be certified until restored in accordance with the procedure outlined above.

112. The same procedure as outlined in paragraph 90 will be followed in cases where an eligible fails to respond to any notice or inquiry by a nominating

officer or representative of the commission relating to his certification or appointment.

113. Where the district secretary is credibly informed that an eligible does not desire appointment or is unavailable for appointment, the procedure outlined in paragraph 91 will be followed.

113 (a). Certifications of eligibles for all positions of educational or technical qualifications in navy yards or stations (Group V(b) of employees) are made to the commandant by or through the district secretary; by the district secretary in case of positions for which local eligibles are readily obtainable in all districts; and through the district secretary when the register is maintained in the office of the commission at Washington, after a general examination held throughout the United States.

TEMPORARY APPOINTMENT IN SERVICES OTHER THAN THE POST OFFICE.

114. Temporary appointment from registers of eligibles (including those made from lists furnished in accordance with paragraph 116) will be made in the same manner as for probational appointment; that is, such provisions of section 1 of civil-service Rule VII, paragraphs (a) and (b), as relate to selection from each group of three names should be observed.

115. Requests for authority for, and nominations and reports of, temporary appointments made to the district secretary should indicate the exact nature of the temporary appointment; that is, whether it is to fill a position which is permanent in nature and which is to be filled permanently either by original appointment through certification from a register or by promotion, reinstatement, or transfer, or whether the appointment is for job work or for filling a vacancy caused by the temporary absence of the regular employee. The duration of the employment should be given, at least approximately. The nominations will also show all declinations, failures to accept, and other data affecting the availability of the eligibles furnished for temporary appointment.

116. *Furnishing lists of eligibles for temporary appointment.*—District secretaries will prepare from the general registers lists of eligibles who are available for immediate temporary appointment and will furnish lists of such eligibles to local secretaries at cities where there is likely to be need for temporary employees and will advise all nominating or appointing officers at such places to whom requests should be made for eligibles. District secretaries will also furnish lists of such eligibles to nominating or appointing officers at places where there are no local secretaries, if there is likely to be need for temporary employees. District secretaries will advise the local secretaries and nominating or appointing officers, who have been furnished lists, of all changes affecting the availability of the eligibles for immediate temporary appointment. The term "nominating officer," as it appears in this paragraph and in paragraphs 117 to 122, inclusive, applies to all officers who have been authorized to make selection for probational or temporary appointment.

117. *Temporary appointment pending permanent appointment.*—When the public interest requires that a vacancy in a position shall be filled before probational appointment can be made as a result of certification, the nominating or appointing officer shall first make request for certification of eligibles for probational appointment, and then shall make selection in accordance with paragraph 114 from the list of eligibles furnished or to be obtained under paragraph 116; but where in any case a nominating or appointing officer finds that there is no eligible available, as provided in paragraph 116, or if the eligibles furnished decline or fail to accept, he may make a temporary appointment outside the register for such period as may be necessary to select and appoint a person

probationally to the position; but in no case, except as provided in paragraph 122, shall such temporary appointment (whether from a register or outside a register) extend beyond 30 days from the receipt by the nominating or appointing officer of a certification of eligibles for probational appointment. Temporary appointment pending the filling of a position by promotion, reinstatement, or transfer shall be made in like manner, and shall not, except as provided in paragraph 122, extend beyond 30 days from the receipt by the appointing officer of the commission's certificate for such promotion, reinstatement, or transfer, or beyond a period of 30 days from the date of entrance upon duty of the temporary appointee when the promotion or transfer does not require the commission's certificate.

Nomination for temporary appointment under this section is to be promptly forwarded to the district secretary; is to be made in the same manner as for probational appointment (see par. 107); and is to refer to the request for certification for probational appointment, recommendation for promotion, reinstatement, or transfer, or to other action taken for filling the vacancy.

118. *Temporary appointment pending establishment of register and certification of eligibles.*—In accordance with the provisions of paragraph 117 temporary appointment to a position for which there are no eligibles may be made on condition that the person so appointed make application for the examination when announced, but shall continue only for such period as may be necessary to make probational appointment through certification, and in no case, except as provided in paragraph 122, shall continue beyond 30 days from the receipt by the nominating or appointing officer of the certification of eligibles.

119. *Temporary appointment from register pending full certification.*—When there is at least one eligible and not more than two eligibles on a register for a position in which a vacancy exists, the district secretary shall, upon requisition from the nominating or appointing officer, certify the name of the one eligible or the names of the two eligibles, which shall be considered by the nominating or appointing officer with a view to probational appointment; and if the appointing officer shall elect not to make probational appointment from such certification of less than three names, then, if temporary appointment is required, it shall be made from such certificate, unless reasons satisfactory to the district secretary are given why such appointment should not be made. Such temporary appointment may continue until three eligibles are provided. If selection is not made from the certificate for either probational or temporary appointment under the provisions of this paragraph, then temporary appointment, if required, may be made in accordance with the provisions contained in paragraph 118.

120. *Temporary appointment for job employment.*—When there is work of a temporary character, at the completion of which the services of an additional employee will not be required, a temporary appointment may be made, with the prior consent of the district secretary or as provided in this paragraph, for a period not to extend beyond three months. Such temporary appointment shall be made through certification from an eligible register or by selection from a list of available eligibles provided under paragraph 116, appointment to be made in accordance with paragraph 114. But where in any case a nominating or appointing officer finds that there is no eligible available, as provided in paragraph 116, or if the eligibles furnished decline or fail to accept, he may make selection for temporary appointment outside of the register for a period not to extend beyond three months without the prior consent of the district secretary. The nomination for appointment under this paragraph must show all the circumstances, as required by paragraphs 115 and 121, and should be forwarded immediately to the district secretary. In lieu of formal nomination

for job employment not to extend beyond 30 days, when waived by departmental regulation, written report of such employment, which must show all the circumstances required by paragraphs 115 and 121, should be promptly forwarded to the district secretary. No extension of temporary appointment under this paragraph shall be made except as provided in paragraph 122.

121. *Nature of duties and period of job appointment.*—In order that the district secretary may treat intelligently all requests for authority for temporary appointments for job employments or nominations for such appointments either by certification from registers (including selections from the lists furnished in accordance with paragraph 116) or by permitting temporary appointment without certification, nominating or appointing officers should advise the district secretary fully and explicitly of the duties to be performed by such appointees and the actual or probable duration of the employment at the time application or nomination is made, and certify that the work on which the person to be employed is temporary in nature and that at the completion of this work the services of the employee in the position will no longer be required.

122. *Extension of temporary appointment.*—The prior approval of the district secretary is required for extension of temporary appointment:

(1) Pending the filling of a position through certification from a register, promotion, reinstatement, or transfer.

(2) For job employment originally made under paragraph 120 for less than three months.

(3) For job employment outside the register made for three months under paragraph 120 without the prior consent of the district secretary.

General authority is given for the extension beyond three months for an additional period not to exceed three months of job appointments originally made for three months through certification from registers (including those made under paragraph 120 from lists provided in accordance with paragraph 116) or made for three months in the absence of eligibles under the prior authority of the district secretary. All such extensions beyond three months shall be formally reported to the district secretary when made, with a statement as to the necessity therefor.

The prior approval of the commission, through the district secretary, is required for extension of temporary job appointment under paragraph 120 beyond a period of six months. Such extension can only be authorized for the purpose of completing the job of work for which the person was originally employed. District secretaries are authorized to extend such temporary job employments beyond six months when there are no eligibles available for the additional period. Nominating or appointing officers, in requesting such extensions, will be required to certify that the extension is necessary for the completion of the particular job of work, and should be careful not to continue a temporary appointment for job work beyond six months without authority; otherwise payment for service may be disallowed.

REGISTERS FOR NONEDUCATIONAL POSITIONS.

123. District secretaries are members of boards of examiners rating noneducational examination papers and establishing registers for the following services: Engineer Department at large; Ordnance Department at large; Light-house Service; Quartermaster Corps, Philadelphia depot (third district); and navy-yard service. Local boards for the following services are not at the present time included under the district system: Reclamation Service, Indian irrigation and allotment services, Public Health Service, Government Hospital for the Insane, and Freedman's Hospital, Washington, D. C. Registers are

maintained in offices of district secretaries for services without local boards of examiners, such as the custodian service, the Quartermaster Corps, etc., and for services such as the Engineer Department and Lighthouse Service, for positions common to these and other branches of the public service in one locality for which special regulations so provide. Registers for all noneducational positions for the Ordnance Department at Large are maintained by the local boards of examiners for that department.

REGISTERS MAINTAINED BY DISTRICT SECRETARIES.

124. Registers maintained by district secretaries are established in the following manner:

As soon as practicable, after the 1st of January, April, July, and October of each year, or oftener if the needs of the service so require, the district secretary will rate application papers received, and properly filled out, from applicants for positions for which applications are accepted by him at all times, and prepare a complete list of eligibles for each of the positions, forwarding copy of the register to the commission prepared on card form, together with list of eligibles and ineligibles on Form 1946. Rating of ineligibles will, when determined, be shown on the report. The same action will be taken in cases of specially announced examinations on the date set in the announcement.

125. The place of registration of an eligible will be the locality for which examined or for which application is filed if the applicant resides in the vicinity of such place or presents himself before the local board of examiners (or, in the absence of a local board, the employing officer) and secures a certificate from a local board (or employing officer) showing the date on which he appeared and files such certificate with the district secretary. Such presentation may be on or about the time of filing application or at any time during the period of eligibility. An eligible who does not live in the vicinity of a place of registration or who has not presented himself there as prescribed will be regarded as a possible eligible for the district, not to become an actual eligible until he complies with the requirements as to becoming readily available for certification. If an eligible presents himself before boards in more than one civil-service district, he should elect in which district he will be eligible, but in the absence of a choice the last place at which he resides or presents himself will be regarded as his place of registration.

126. Nominations and appointments will be made from noneducational registers maintained in offices of district secretaries in the same manner as from educational registers, unless regulations for any service provide otherwise.

127. When a noneducational register which has been maintained in the office of a district secretary for any locality as common to two or more services ceases to be used by services other than one for which a local board would establish the register, the district secretary may, in his discretion, transfer the register and applications for the position when received to the local board. Such register may, however, be recalled and a common register may again be established when eligibles are needed for another service, but after appointment has been made in this other service the register may again be turned over to the local board for future appointments. This is left to the discretion of the district secretary, but reports of the action taken will be made to the commission by means of Form 1794 when such transfers of registers are made.

REGISTERS MAINTAINED BY LOCAL BOARDS.

128. Registers maintained by local boards are established in accordance with instructions contained in special regulations. The following information for

these services is compiled for general reference and will be a guide to local boards and district secretaries in matters not fully covered in the separate regulations for each service.

Lists of eligibles will be prepared by the local board quarterly unless the needs of the service do not warrant the establishment of registers that often. The local board is empowered to suspend the receipt of applications for any position until eligibles are needed, when special announcement is to be made that applications for such positions will be received up to a date to be stated in the announcement.

129. An applicant who at the time of filing his application is not living in the vicinity of the place at which he seeks employment may not have his name entered on the local board register until he appears before the local board in person, but when, after due opportunity for examination, the number of qualified applicants for any noneducational examination living in the vicinity of the place of employment is insufficient to meet the needs of the service the board may waive this requirement and enter upon the register the names of a sufficient number of qualified applicants living nearest to the place of employment. An applicant may appear before the secretary of the board or some local member thereof. In cases where there is no board or local member at the place of employment an employee at such place of employment may be designated as member for the purposes of the local presentation of applicants.

130. The local boards in making up eligible registers will indicate thereon any qualifications possessed by the eligibles which may be considered as special. Selections of eligibles based on presumably special qualifications may not be approved unless such qualifications are shown on the register and selection made in proper order.

131. Selection to fill the first vacancy must be made from not more than the highest three names on the appropriate register. For the second vacancy selection must be made from not more than the highest three remaining who have not been within reach for three separate vacancies. The third and any additional vacancies must be filled in like manner. An eligible who has been within reach for three separate vacancies in his turn and not selected need not be further considered. Charges in connection with selections will be entered against the names of eligibles in the manner outlined in paragraph 94.

132. Unless otherwise provided by regulations, monthly reports of changes, in triplicate, showing probationary and temporary appointments in noneducational and unclassified positions, will be forwarded by the local departmental official to the district secretary, who, after checking appointments made to noneducational and unclassified positions with his copy of the register, and recording appointments to and separations from positions excepted from examination under paragraph 12, Subdivision I of Schedule A, will forward two copies direct to the department or bureau at Washington, retaining one copy. The department or bureau will forward one copy to the commission. Exceptions to irregular appointments will be noted by letter forwarded by the district secretary with the reports, and steps will then be taken with the local nominating officer looking toward satisfactory adjustment.

QUARTERMASTER CORPS.

133. Noneducational registers are not maintained by local boards except for the Philadelphia depot (formerly the Schuylkill Arsenal).

Temporary appointments of civilians in the Quartermaster Corps.—Temporary employments in positions in the Quartermaster Corps which are filled by the employment of civilians pending the assignment of enlisted men are regarded as falling under section 1 of Rule VIII. General authority constituting the prior

approval of the commission is granted for such temporary employment for a period of three months, with the privilege of an extension for a further period of three months by reporting the extension to the commission or district secretary when made. Extensions beyond six months require the prior approval of the commission direct or through the district secretary, and the request for such extension will indicate the steps which have been taken looking toward the securing of an enlisted man to replace the temporary appointee and whether it is believed practicable to secure an enlisted man for the position. If it is found impracticable to fill the position by enlistment, there will be indicated in the request the manner in which it is proposed to fill the position under the civil-service rules, and temporary appointment beyond the six months will then be permitted for a period of not to exceed 30 days from the receipt of a certification, under section 1 of Rule VIII.

ORDNANCE DEPARTMENT AT LARGE.

134. Registers are prepared on the commission's Form 1840, in triplicate, one copy to be kept by the local board and two copies to be forwarded to the district secretary, who will forward one copy to the commission. The dates for quarterly ratings of noneducational papers are the 1st of January, April, July, and October. (See Form 1904, "Instructions to Boards of Examiners, Ordnance Department at large.")

135. Applications are received by district secretaries at any time for examination for the positions of mechanical draftsman and apprentice draftsman, which are of the educational but nonassembled class. The papers of the examinations and the drawings submitted will be forwarded to the commission for rating as the needs of the service require. When no eligibles are secured as a result of an examination held to fill a vacancy in a particular establishment, eligibles on the register for another establishment may be certified to fill the vacancy.

Boards of examiners are located at the following places:

First district.—Springfield, Mass.; Watertown, Mass.

Second district.—Dover, N. J. (Picatinny Arsenal); Fort Hancock, N. J. (Sandy Hook Proving Ground); New York, N. Y.; Watervliet, N. Y.

Third district.—Philadelphia, Pa. (Frankford Arsenal).

Fifth district.—Augusta, Ga.

Seventh district.—Rock Island, Ill.

Tenth district.—San Antonio, Tex.

Twelfth district.—Benicia, Cal.

ENGINEER DEPARTMENT AT LARGE.

136. Registers are prepared on the commission's Form 1434, one copy to be retained by the local board, one to be furnished each appointing officer in the engineer district, and two copies to be forwarded to the district secretary, who will forward one copy to the commission. The dates for quarterly ratings of noneducational papers are the 1st of January, April, July, and October. (See Form 1866, "Instructions to Boards of Examiners, Engineer Department at Large.")

For positions which are peculiar to the Engineer Department at Large separate local registers will be maintained for each engineer district, and when employees are needed in connection with engineering work to be done at points outside the immediate vicinity of the headquarters of the district separate registers of local eligibles may be maintained for such positions as the service may need.

Boards of examiners are located at the following places:

First district.—Boston, Mass.; New London, Conn.; Newport, R. I.

Second district.—Buffalo, N. Y.; New York, N. Y.

Third district.—Philadelphia, Pa.; Pittsburgh, Pa.; Wilmington, Del.

Fourth district.—Baltimore, Md.; Norfolk, Va.; Washington, D. C.; Wheeling, W. Va.; Wilmington, N. C.

Fifth district.—Charleston, S. C.; Jacksonville, Fla.; Memphis, Tenn.; Mobile, Ala.; Montgomery, Ala.; Nashville, Tenn.; Savannah, Ga.; Vicksburg, Miss.

Sixth district.—Cincinnati, Ohio; Cleveland, Ohio; Louisville, Ky.

Seventh district.—Chicago, Ill.; Detroit, Mich.; Grand Rapids, Mich.; Milwaukee, Wis.; Rock Island, Ill.

Eighth district.—Duluth, Minn.; St. Paul, Minn.

Ninth district.—Kansas City, Mo.; Little Rock, Ark.; St. Louis, Mo.

Tenth district.—Dallas, Tex.; Galveston, Tex.; New Orleans, La.

Eleventh district.—Portland, Oreg.; Seattle, Wash.; Yellowstone Park, Wyo.

Twelfth district.—Los Angeles, Cal.; San Francisco, Cal.

Porto Rico.—San Juan, P. R.

Hawaii.—Honolulu, Hawaii.

LIGHTHOUSE SERVICE.

137. Registers are prepared on the Department's Form 202 in triplicate, one copy to be retained by the local board and two copies to be forwarded to the district secretary, who will forward one copy to the commission. The dates for quarterly ratings of noneducational papers are the 1st of February, May, August, and November. (See Appendix "B," Regulations for the Lighthouse Service.)

Nominations for appointments to noneducational positions in the Lighthouse Service (except those under the field construction force) require the approval of the district secretary. These will be handled as nearly as possible like nominations for clerk-carrier positions in the Post-Office Service; that is, selections will be reported to the commission by means of service record cards, declinations and failures to respond by means of Form 1794, and restorations by means of Form 1795. The usual report on certificate will be forwarded when such positions are filled through certification issued from registers maintained in the office of the district secretary. The nominations will be forwarded promptly if the eligible selected is within reach of appointment, in order that the appointment may be formally made before the eligible selected is assigned to duty. Any error made in connection with charging certifications, when selection is regularly made, will be adjusted between the district secretary and the inspector after the nomination is forwarded.

Boards of examiners are located at the following places (the number showing the lighthouse district):

First district.—Boston, Mass. (2); Portland, Me. (1).

Second district.—Buffalo, N. Y. (10); Tompkinsville, N. Y. (3).

Third district.—Philadelphia, Pa. (4).

Fourth district.—Baltimore, Md. (5).

Fifth district.—Charleston, S. C. (6); Key West, Fla. (7).

Sixth district.—Cincinnati, Ohio (14).

Seventh district.—Chicago, Ill. (12); Detroit, Mich. (11); Rock Island, Ill. (13).

Ninth district.—St. Louis, Mo. (15).

Tenth district.—New Orleans, La. (8).

Eleventh district.—Ketchikan, Alaska (16); Portland, Oreg. (17).

Twelfth district.—San Francisco, Cal. (18).

Porto Rico.—San Juan, P. R. (9).

Hawaii.—Honolulu, Hawaii (19).

NAVY-YARD SERVICE.

138. A single copy of registers is prepared on Navy Department Form 5a and is maintained by the labor board. Selections will not be reported through the office of the district secretary, but the registers and other records of the labor board shall be open to the inspection of the district secretary or other representative of the commission at any time. The dates for quarterly ratings of noneducational papers are the 1st of January, April, July, and October. (See Form 2016, "Instructions to Labor Boards at Navy Yards.")

Labor boards are located at the following places:

First district.—Boston, Mass.; Portsmouth, N. H.; Newport, R. I.

Second district.—Iona Island, N. Y.; Lake Denmark, N. J.; New York, N. Y.

Third district.—Philadelphia, Pa. (Navy Yard and Marine Corps).

Fourth district.—Annapolis, Md.; Indianhead, Md.; Norfolk, Va.; Washington, D. C.

Fifth district.—Charleston, S. C.; Key West, Fla.

Seventh district.—Great Lakes, Ill.

Eleventh district.—Bremerton, Wash. (Puget Sound Navy Yard).

Twelfth district.—Vallejo, Cal. (Mare Island Navy Yard).

Hawaii.—Honolulu, Hawaii.

SIGNAL SERVICE AT LARGE.

139. Selections will, whenever possible, be made from registers established for the Engineer Department at large and reported in the same manner as appointments in that department. For positions for which the local engineer board has no eligibles certification will be made by the district secretary. Reports of selections for noneducational positions will be made to the commission by district secretaries by means of Form 1794 and service-record card. Temporary appointment without examination for construction and repair work will be approved by district secretaries for three months, and may be extended for such additional part of three months as necessary if there are no eligibles available for certification.

UNSKILLED LABORERS.

140. Eligible registers for unskilled laborers in field services are maintained for the following cities:

Allegheny, Pa.	Indianapolis, Ind.	Omaha, Nebr.
Atlanta, Ga.	Jeffersonville, Ind.	Philadelphia, Pa.
Baltimore, Md.	Kansas City, Kans.	Pittsburgh, Pa.
Boston, Mass.	Kansas City, Mo.	Portland, Me.
Brooklyn, N. Y.	Los Angeles, Cal.	Portland, Oreg.
Buffalo, N. Y.	Louisville, Ky.	Providence, R. I.
Chicago, Ill.	Milwaukee, Wis.	St. Louis, Mo.
Cincinnati, Ohio.	Minneapolis, Minn.	St. Paul, Minn.
Cleveland, Ohio.	Newark, N. J.	San Antonio, Tex.
Columbus, Ohio.	New Orleans, La.	San Francisco, Cal.
Covington, Ky.	Newport News, Va.	Seattle, Wash.
Denver, Colo.	New York, N. Y.	Toledo, Ohio.
Detroit, Mich.	Norfolk, Va., and vicinity.	Washington, D. C.
Fortress Monroe, Va.	Oakland, Cal.	

141. The district secretaries, upon the completion of the physical examinations, will enter upon registers, by sex, the names of eligibles rated at 85 or

more, as follows: Male eligibles (a) persons honorably discharged from the Army or Navy of the United States by reason of wounds or disability incurred in line of duty in the order of their physical rating; (b) honorably discharged veterans of the Civil War in the order of their physical rating; (c) all others in order of physical rating. Female eligibles will be entered on the registers in the order of physical rating. The period of eligibility is one year from the date of entry upon the register.

142. Any position or employment of a mere laborer or workman in the unclassified service in Federal offices in the cities mentioned above, unless filled by reinstatement, transfer, promotion, or reduction, will be filled by selection from the appropriate register. Appointments to unskilled laborer positions are made in the same manner as to competitive positions. In cities where there are two or more nominating officers an eligible is entitled to three certifications to each nominating officer. A custodian having charge of more than one building is regarded as a single officer.

143. When the principal duties pertaining to a position are of the sort performed by employees who by reason of such duties are classified in any part of the service, the position, by virtue of that fact alone, should be treated as classified. Certification from the unskilled laborer registers should not be made by the district secretaries until they are satisfied that the principal duties of a position designated laborer are such that it can not properly be treated as classified. A general statement that the duties are manual labor, unskilled labor, or unclassified work is not sufficient, being in effect a conclusion rather than data on which to base a conclusion.

143 (a). Form 1372, "Instructions to Applicants," issued through the offices of district secretaries, contains general information for each civil-service district (see sec. 4) concerning applications, examinations, registers, eligibility, and certification, and will be found useful as a supplement to this pamphlet.

GENERAL INFORMATION.

144. The civil-service act provides that whenever there are two or more members of a family in the public service in the grades covered by that act no other member of such family shall be eligible to appointment to any of the said grades. The Attorney General, on May 25, 1907, rendered a decision that where two or more members of a family are in the public service in the grades covered by the civil-service act the commission is authorized and required to withhold from certification the name of any other member of such family. Applications will be accepted from such persons, but their names will not be certified so long as two or more members of their family are in the service.

A person shown by his application not to have more than one member of his family so employed and who is therefore apparently eligible for certification and appointment may become ineligible through the appointment of other members of his family subsequent to the filing of his application. Every eligible is therefore required to promptly inform the district secretary when any additional members of his family are appointed to the classified service. If he fails to thus notify the district secretary, and there results a tender of appointment which he accepts, his appointment is illegal if two members of his family are then employed in the classified service, and any expense incurred in reporting for duty or otherwise will be at his own risk.

145. Nominating officers will be able to make more expeditious selection from a certification of eligibles by writing to each eligible certified by means of Form 1992, if it is deemed necessary, as soon as the certificate is received, giving them

an opportunity and a reasonable time to express in person or in writing their willingness or unwillingness to accept appointment if tendered, for the reason that when one eligible declines, information concerning others will in most cases be immediately at hand, thus obviating the necessity of a second certification.

146. District secretaries are authorized to approve all selections for probational appointment, temporary appointment when selection is made from register, temporary appointment when no register exists, and for promotion when selection is made from a promotion register. Nominations showing other changes will be forwarded by nominating officers direct to the heads of their departments.

147. District secretaries are authorized to pass upon claims of preference in cases where they have received reports from the commission covering the same cases.

148. Nominations for the Customs, Custodian, Internal-Revenue, Mint and Assay, and Subtreasury Services will be made in duplicate, and after approval by the Treasury Department one copy will be sent to the commission showing the action taken by the department upon the nomination and the other copy filed in the department.

149. Any eligible who has been within reach for three separate vacancies in his turn may be subsequently selected, subject to the approval of the commission, from the certificate on which his name last appeared if the condition of the register has not so changed as to place him in other respects beyond reach of certification. The following procedure will govern a selection so made:

Nomination of an eligible, whose name would be number one, two, or three if it could be restored, should be indorsed as regular and forwarded direct to the department, with the notation that selection was made of an eligible who had been certified three times without selection and that such selection is made from certificate (giving number) upon which his name last appeared.

Nomination of an eligible whose name would not appear among the highest three, if it could be restored, should be disapproved and the nominating officer advised of the reasons for such disapproval.

In determining the relative standing of the name of an eligible who has been three times certified and subsequently selected, no other eligibles should be considered who have also been three times certified.

No charge should be made against any other eligibles in connection with an appointment made by selection of an eligible from the last certificate upon which his name appears.

150. The district secretary will make a daily report to the commission on the prescribed forms of all selections approved by him, indicating the exact nature of each, and, in the case of temporary appointments, the probable duration of the service.

He will also report to the commission on March 1 and September 1 of each year the existing temporary appointments, by services, in his district, the report to include name of appointee, date of appointment, position, and the office in which serving.

PUBLICATIONS.

Manual of examinations.—A manual of examinations (Form 302) published semiannually, in January and July, containing information as to the dates and places of examinations not held under the district system, and the character and scope of each, and also showing the numbers of persons examined, passed, failed, and appointed, respectively, in certain examinations during the last preceding fiscal year.

Information for applicants.—For the position of unskilled laborer in the District of Columbia (Labor Form 1); for the position of unskilled laborer outside of the District of Columbia (Labor Form 1a); in regard to examinations held on other than scheduled dates (Form 376); for examination for mechanical trades and other noneducational positions in the departmental and Indian services (Form 1250); for positions under the district system and positions in the Federal service in Alaska, Hawaii, and Porto Rico (Form 1372); for examinations for entrance to the Steamboat-Inspection Service (Form 1405); for the railway mail clerk examination (Form 1407); concerning conditions of employment in the competitive classified service under the Isthmian Canal Commission (Form 1417); for the positions of female skilled laborer in the Government Printing Office and printer's assistant in the Bureau of Engraving and Printing (Form 1419); for stenographer and typewriter examinations (Form 1424); for promotion or transfer to the position of post-office inspector (Form 1502); for examination for the position of fourth-class postmaster (Form 1759); in regard to the admission of deaf-mutes to civil-service examinations (Form 1786); for the positions of aid and deck officer in the Coast and Geodetic Survey (Form 1799); relative to employment in the Philippine civil service (Form 1894); for positions in the post-office service in the sixth civil-service district (Form 1898); for the rural carrier examination (Form 1977); for mechanical trades and similar noneducational positions in the fourth and sixth civil-service districts (Form 1989).

Miscellaneous information.—Concerning reinstatements (Form 126); concerning transfers (Form 305); concerning removals (Form 505); concerning political assessments and partisan activity of officeholders (Form 1236); relative to the manner of conducting the stenographer and typewriter examinations (Form 1338); concerning veteran preference (Form 1481); in regard to holding State or municipal offices by persons in the Federal service (Form 1648); for district secretaries and other persons conducting investigations for the Civil Service Commission (Form 1698); regarding the classification, assignment, and appointment of laborers (Form 1725); concerning temporary appointments (Form 1729); concerning the method of conducting examinations for the position of fourth-class postmaster (Form 1758); for appointing officers with respect to unauthorized appointments (Form 1774); concerning prosecutions in connection with civil-service examinations under provisions of the Criminal Code of the United States (Form 1775); concerning the extent of civil-service districts (Form 1842); relating to the classification of assistant postmasters and clerks at certain first and second class post offices (Form 1865); for boards of examiners, Engineer Department at Large (Form 1866); in regard to difference in relative standing on a register of the same person at different times (Form 1899); concerning transfers, supplementary (Form 1903); for boards of examiners, Ordnance Department at Large (Form 1904); relative to the manner of conducting the rural-carrier examination (Form 1986); the civil-service act, rules, and Executive orders.

Regulations.—Governing admission to the grade of surfman in the Life-Saving Service (Form 396); governing the employment of mates in the Coast and Geodetic Survey (Form 1470); governing the appointment of unclassified laborers in the departments at Washington, D. C. (Form 1485); governing the manner of appointment to the position of carrier in the Rural Delivery Service (Form 1494); governing promotions in the Customs Service at the port of New York (Form 1522); governing promotions and transfers in the Customs Service at ports other than that of New York (Form 1556); governing leaves of ab-

sence of clerks and other employees of the commission (Form 1751) ; governing the appointment of fourth-class postmasters (Form 1752) ; in regard to traveling expenses of employees of the commission in the field (Form 1777) ; governing the appointment of unclassified laborers in Federal offices outside of Washington, D. C. (Form 1782) ; governing promotion from positions below the grade of clerk or copyist, departmental service.

Copies of these forms may be obtained upon request from the district secretary or the Civil Service Commission.

By direction of the commission :

JOHN A. McILHENNY,
President.

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